The Canada Council for the Arts

2007

Employment Equity Narrative Report

1) General Overview

The Canada Council for the Arts was created by an Act of Parliament in 1957 as an arm's length agency to foster and promote the arts.

The Canada Council provides a broad range of grants and services to professional Canadian artists and arts organizations in music, dance, theatre, visual arts, media arts, writing and publishing, interdisciplinary work and performance art. The Council also promotes public awareness of the arts through its communications, research and arts promotion activities.

All Canada Council programs are accessible to Aboriginal artists and arts organizations as well as artists and arts organizations from diverse cultural or regional communities of Canada. The Canada Council is located in Ottawa.

Integral to the Council's operations are:

- The Canadian Commission for UNESCO
- The Public Lending Right Commission
- The Canada Council Art Bank

The Canada Council has its own staffing and human resources systems, distinct from those of the Public Service of Canada.

2) Quantitative Information

a- Form 3C will not be part of the Council's Statistical Report since the Council's temporary employees represent a small percentage of our workforce. (less than 8%)

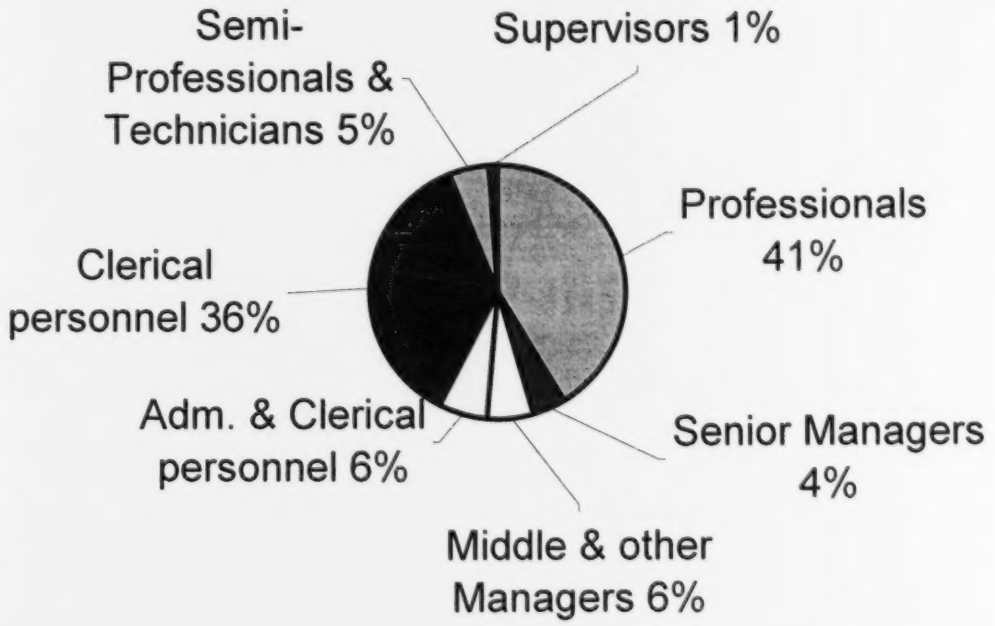
b- The Council's workforce analysis was carried out using the data based on the 2001 census. Totals may not equal the sum of components due to rounding.

c- The Council's workforce is divided into seven (7) Employment Equity Occupational Groups (EEOG).

d- The purpose of this analysis was to determine the level of representation for each of the designated groups. The results of this analysis allow the Council to revisit its goals and make changes aimed at ensuring an equitable workforce.

e- The availability rates were taken from the overall national workforce data for all employment equity occupational groups (EEOG's) except for the Administrative and Senior Clerical Personnel and the Clerical Personnel. The candidates for these two groups are recruited from the Ottawa-Gatineau region. Candidates are recruited nationally for all the other groups.

Employment Equity Occupational Group Distribution



NOTE: Total may not equal the sum of components due to rounding.

Women

Employment Equity Occupational Groups	Total CC workforce	Number of women in CC workforce	% of women in CC workforce	External availability rate for women	Expected numbers of women	Gap
Senior Managers	8	3	37.5	25.1	2	0
Middle & other managers	14	7	50	37.5	5	0
Professionals	89	54	60.7	52.8	46	0
Semi-Professionals	11	3	27.3	48.6	5	-2
Supervisors	2	1	50	52.8	1	0
Administrative & Sen. Clerical	14	12	85.7	80.5	11	0
Clerical	77	69	89.6	70.5	55	0
Total	215	149	69.3	58.9	127	0

Our findings: The chart above indicates that the internal representation of women at the Canada Council in 2007 is 69.3% (149 employees). This percentage is well above national and local availability rates. Women are well represented in most occupational groups.

Our analysis indicate that women in senior roles in our organization (Senior Management and Middle management group) are very well represented (45.5 %).

Objectives for 2008: The objectives for 2008 will be to maintain the current level of representation in all occupational categories, and seek to increase the representation of women in the semi-professional category should a position in that group become available.

Aboriginal People

Employment Equity Occupational Groups	Total CC workforce	Number of Aboriginal People in CC workforce	% of Aboriginal People in CC workforce	Ext. availability rate for Aboriginal people	Expected numbers of Aboriginal People	Gap
Senior Managers	8	0	0	2.5	0	0
Middle & other managers	14	1	7.1	1.4	0	0
Professionals	89	8	9.0	1.5	1	0
Semi-Professionals	11	1	9.1	1.2	1	0
Supervisors	2	0	0	1.1	0	0
Administrative & Sen. Clerical	14	0	0	1.4	0	0
Clerical	77	5	6.5	1.8	1	0
Total	215	15	6.9	1.6	3	0

Our findings: The overall representation of Aboriginal People is 6.9% (15 employees). The analysis reveals that in the majority of occupational groups, the Canada Council's representation of Aboriginal people exceeds external availability. While not every occupational group includes Aboriginal people, they significantly exceed external availability in the two largest occupational groups at the Canada Council: professional and clerical.

Objectives for 2008: Maintain level of representation.

Members of Visible Minorities

Employment Equity Occupational Groups	Total CC workforce	Number of visible minorities in CC workforce	% of visible minorities in CC workforce	Ext. availability rate for visible minorities	Expected numbers of visible minorities	Gap
Senior Managers	8	1	12.5	8.2	1	0
Middle & other managers	14	2	14.3	11.8	2	0
Professionals	89	11	12.4	13.8	12	1
Semi-Professionals	11	0	0	11.7	1	1
Supervisors	2	0	0	7.5	0	0
Administrative & Sen. Clerical	14	1	7.14	7.2	1	0
Clerical	77	8	10.4	9.7	7	0
Total	215	23	10.7	11.3	24	1

Our findings: Our findings indicate that the representation of visible minorities in the Canada Council's workforce is slightly below external availability. Over the past year, we have had a small increase in the internal representation of this group.

Objectives for 2008:

1) Should positions become available within the Professional and semi-professional groups, special efforts should be made to increase the representation of visible minorities in these groups.

2) Maintain representation in all other occupational groups.

Please note: Total may not equal the sum of components due to rounding.

Persons with Disabilities

Employment Equity Occupational Groups	Total CC workforce	Number of Persons with a disability in CC workforce	% of Persons with a disability in CC workforce	External availability rate for Persons with a disability	Expected numbers of Persons with a disability	Gap
Senior Managers	8			2.1	0	0
Middle & other managers	14			2.7	0	0
Professionals	89	2	2.2%	4.5	4	2
Semi-Professionals	11			4	0	0
Supervisors	2			2.0	0	0
Administrative & Sen. Clerical	14	1	7.1%	4.1	1	0
Clerical	77	7	9.1%	4.5	3	0
Total	215	10	4.7%	4.2	9	0

Our findings: Our findings indicate that the total representation of persons with a disability in the Canada Council's workforce exceeds the external national availability.

Objectives for 2008: Special efforts to be made to increase representation within the Professional Group and create an extensive mailing list that will increase our success in attracting members of this group.

Maintain representation in other occupational categories.

Note: The Canada Council has targeted a newly-created position, Corporate Policy Advisor, to persons with disabilities. One of the responsibilities of the position will be to review Canada Council policies to ensure that no systemic barriers exist. The position is within the Professional group.

3) Qualitative Measures:

a) In February 2007, the Canada Council released its Action Plan for 2008-2011. Equity is one of five strategic directions cited in the Action Plan. One of the Council's priorities will be to integrate equity in its broad meaning as a guiding principle and responsibility throughout the organization. The Council is also planning to hold consultations with equity groups, including artists with disabilities.

b) In October 2007, the Canada Council hired a consultant to develop an Employment Equity plan for 2008-11. The consultant conducted interviews and held focus group with Canada Council employees, and conducted a review of Council staffing policies. The plan will be brought to the Canada Council's Board for information in October 2008.

c) In December 2007, the Canada Council adopted a new accommodation policy, which provides directions and guidelines to ensure reasonable accommodation for employees and job candidates. The policy has been distributed to all employees and information sessions for employees will be held in the spring.

d) In December 2007, the Canada Council adopted a new staffing policy, aimed at ensuring fairness, transparency and consistency in the staffing process throughout the Council. The staffing policy contains the following provisions related to Employment Equity:

- As a normal practice, all selection committees will include the hiring manager, the Human Resources advisor as well as a member of one of the four designated groups.

- If necessary, special measures may be used to assist the Council in attaining its employment equity targets in accordance with its Employment Equity Plan pursuant to the Employment Equity Act, by hiring qualified candidates on the basis of employment equity considerations.

Internal communications

a) The Accommodation Policy and Staffing Policy were distributed to all employees and posted on the Canada Council's Intranet site.

b) Canada Council staff participated actively in the development of the Canada Council's Action Plan by serving on working groups for each of the five strategic directions, which included a working group on equity.

c) All Canada Council employees were given a multicultural calendar for 2008 which highlighted holidays, festivals and other special dates for a wide range of cultural and national groups.

External communications

a) The Canada Council issued news releases announcing the appointments of Sheila James as Equity Coordinator and Youssef El-Jaï as Head of Media Arts.

b) An integral part of the development of the Canada Council's Strategic Plan and Action Plan was a broad public consultation that received input from more than 1,700 groups and individuals, including representatives of designated groups. This included two meetings with National Arts Service Organizations, including organizations representing Aboriginal and culturally diverse artists.

c) On March 28, 2007, the Canada Council invited 50 artists from across Canada to come to Ottawa to celebrate the Council's 50th anniversary. The group included 13 visible minority and Aboriginal artists, including John Alleyne, Dionne Brand, Yi-Jia Susanne Hou, Lucie Idlout, Zacharias Kunuk, Marie-Josée Lord, Anita Majumdar, Alanis Obomsawin, Michael Ondaatje, Djanet Sears, Tracee Smith, Takao Tanabe and Menaka Thakkar.

d) The Canada Council's promotional campaign for the 50th anniversary included banners and a special web site highlighting the achievements of young Canadian artists, including Aboriginal and visible minority artists.

e) In April 2007, the Canada Council announced the creation of an Aboriginal curatorial residency in partnership with the National Gallery of Canada, and later announced the appointment of Steven Loft as the first beneficiary of the new residency.

f) The Canada Council is currently engaged in a partnership with the Aboriginal Peoples Television Network to produce a series of television profiles of Aboriginal artists who have received Canada Council funding.

g) The Canada Council publicized the achievements of such Aboriginal and visible minority prize-winning artists as visual artist Daphne Odjig, director and poet/performer Ahdri Zhina Mandiela, dancer Chanti Wadge, media artist Zoe Leigh Hopkins and writers David Chariandy, Michael Ondaatje, M.G. Vassanji, Anosh Irani, Christopher Paul Curtis, Anthony Phelps and Wajdi Mouawad.

h) In October 2007, the Canada Council publicized its participation in Vivacité Montréal, a partnership aimed at providing funding to emerging visible minority artists in Montreal.

i) In December 2007, the Canada Council held a two-day forum in Toronto, entitled Presence, for Aboriginal and culturally diverse arts organizations which receive capacity-building funding from the Council. Conference participants also included Aboriginal and culturally diverse Canada Council staff.

j) The Canada Council continues to include an Employment Equity statement on job postings to promote the Council's commitment to equity and to encourage designated group members to apply for positions.

Equity Environment

Equity is an integral part of the working lives of Canada Council employees. The Council's research team tracks statistics relating to the funding of Aboriginal and culturally diverse (visible minority) artists and arts organizations. The Council's three Information Officers travel to different parts of the country to do outreach, promote and inform artists and arts organizations about the grant programs, with a particular emphasis on under-served communities, including Aboriginal communities.

Training and Development

Because knowledge of a second official language continues to be a barrier within some of the equity groups, the Council has offered additional group classes and individual training to accommodate employees and their schedules. Additional funds were provided for this language training. We believe that additional official language training will allow more employees access to promotions or career development.

Promotion

The Canada Council continued to offer its employees the opportunity for temporary assignments this year. Of two employees who received internal promotions in 2007, one was a member of a visible minority.

Retention & Termination

Exit interviews are conducted with all departing employees. These interviews provide Human Resources with useful information on the working environment at the Canada Council, including the equity environment. The interviews are a positive tool to promote change within the organization.

Fourteen employees left the organization in 2007.

- 50% left to pursue other opportunities
- 21% retired
- 7% returned to school
- 22% left for personal reasons

Reasonable accommodation

Accommodation was offered to 3 individuals this year. The Canada Council's Compensation and Benefits Advisor along with a Human Resources Advisor and the employee's manager work together to ensure that the return to work program for employees who return from an extended leave is successful.

Constraints

a) In 2006 and the first part of 2007, the Canada Council was involved in an initiative aimed at distributing $50 million in one-time funding added to the Council's parliamentary appropriation. This resulted in the hiring of a number of temporary employees, as well as transfers to temporary positions for a number of existing employees.

b) Our statistical reports indicate increases in the Aboriginal group where no hiring occurred, this is likely due to increased self-identification.

Employment Equity

Canada Council @ a glance

Employment Equity Occupational Groups	CC workforce	Women		Aboriginal Peoples		Persons with disabilities		Members of Visible minorities	
		Internal	External	Internal	External	Internal	External	Internal	External
Senior Managers	**8**	**3**	2	**0**	0	**0**	0	**1**	1
Middle & other managers	**14**	7	5	**1**	0	**0**	0	**2**	2
Professionals	**89**	**54**	46	**8**	1	**2**	4	**11**	12
Semi-Professionals	**11**	**3**	5	**1**	1	**0**	0	**0**	1
Supervisors	**2**	**1**	1	**0**	0	**0**	0	**0**	0
Admin. & Sen. Clerical	**14**	**12**	11	**0**	0	**1**	1	**1**	1
Clerical	77	**69**	55	**5**	1	7	3	**8**	7
Total	**215**	**149**	125	**15**	3	**10**	9	**23**	24

Total may not equal the sum of components due to rounding.